

DISTRICT FINANCIAL PLANNING AND MANAGEMENT

The Missouri SkillsUSA Bylaws allows each district to operate independently of the State Association, as long as it's not in conflict with either the State or National Constitutions.

When determining activities, we encourage each SkillsUSA District to function independently to creatively serve the needs of their student and advisor members. However, the State SkillsUSA Director and the District Financial Officer must coordinate all financial planning and management of student moneys since legally under the charter of the State SkillsUSA Corporation the districts and the state association are a single entity. We are required to report all income and expenses to National SkillsUSA, the Internal Revenue Service and the Missouri Department of Revenue. This also extends the tax-exempt status to the district operations. Enclosed is a copy of the sales tax exemption letter. Provide copies to those vendors who charge sales taxes.

The Senior District Advisor and the conference host schools must bill and collect the district registration fees. Included in this section, are samples of invoices that can be generated from the registration databases or typed from the invoice template that are located on the District Operations Diskette. There is a registration database for each of the two district conferences. The school names and addresses are already in the School Information table. There is a report in each database to print invoices that can be folded to fit in window envelopes. Please review the instructions and follow the procedures carefully.

Please observe the following policies in handling the District accounts:

1. Each District Financial Officer shall keep a ledger of all transactions.
2. At the State Executive Council Meeting, each Senior District Advisor will give a report of their account.
3. The method of charging material for contests is one of two ways:
 - a. Charge material to the SkillsUSA District.
 - b. Charge material to the local school district (**CLEARANCE IS NECESSARY FROM THE SCHOOL ADMINISTRATION**).
4. Upon receipt of the invoice, a check is issued to the vendor.
5. The purchase orders are numbered consecutively and you are responsible for keeping track of all the purchase orders. This ensures that one does not become lost. Start the purchase orders with your district initials, the last two digits of the school year and a three digit number (example "SC02-001").
6. Missouri Program Operating Policy states, "The District Executive Council will determine whether or not the money has been spent wisely." Please note; however, that SkillsUSA District moneys should be spent on normally consumable items, rather than the purchase of equipment or tools.
7. Each District Advisor shall have a budget for the year. Missouri SkillsUSA will bill the Districts the cost for the District Statesman Pins, District medals, District trophies and State copying expenses for the District contest.

GUIDELINES AND PROCEDURES FOR KEEPING THE DISTRICT ACCOUNTS

1. Missouri SkillsUSA will provide you with the necessary forms to keep your District books in proper order. You will use these sheets throughout the year to record all of your SkillsUSA business transactions. This process will allow all Districts to use the same business practices. The Ledger sheet can be copied for your use. Attached is a sample to assist you. It shows how payments and checks are recorded in the ledger. There is also an "EXCEL" spreadsheet file (Dist Ledger) on the District Operations Diskette that will automatically calculate the balance.
2. Remember: credit = receipts and debits = payments.
3. For all money collected, have the checks and purchase orders made out to _____ (your specific District) District SkillsUSA.
4. If you make a mistake, do not erase or whiteout. You may only be covering up more mistakes. Instead, make an adjustment or correcting entry.
5. On the District ledger sheet, enter the date, description, amount and comments for further explanation of your transactions.
6. You will need to keep a running total throughout the year.
7. It will be necessary to balance your books after each month. Therefore, you will have a monthly total and a year-to-date total.
8. A good habit is double-checking your entries.
9. ONE person should keep the books at all times. No one else should make entries. It will make the bookkeeping easier.
10. At the Executive Council Meeting, you will give a report of your District's account.
11. After the end of the school year, you will send in your SkillsUSA books to the State SkillsUSA Director.
12. Thank you for your cooperation! If you have any questions, contact the State SkillsUSA Director, Dr. Paul Light at the State office, (573) 751-4460.